



United States  
Environmental Protection  
Agency

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# **2011 Hazardous Waste Report**

## **Instructions and Forms**

**EPA Form 8700-13 A/B**  
(OMB #2050-0024; Expires 12/31/2014)

**Office of Resource Conservation and Recovery (ORCR)**  
**(5303P)**  
**Washington, DC 20460**

**2011 Hazardous Waste Report**  
**Instructions and Forms**

This is an ongoing information collection from hazardous waste generators and hazardous waste treatment, storage, or disposal facilities. This collection is done on a two-year cycle as required by Sections 3002 and 3004 of the Resource Conservation and Recovery Act (RCRA). The information is collected via a mechanism known as the Hazardous Waste Report for the required reporting year [EPA Form 8700-13 A/B] (also known as the Biennial Report). Both RCRA Sections 3002 and 3004 require EPA to establish standards for recordkeeping and reporting of hazardous waste. Section 3002 applies to hazardous waste generators and Section 3004 applies to hazardous waste treatment, storage, and disposal facilities. The implementing regulations are found at 40 CFR Parts 262.40(b) and (d); 262.41(a)(1)-(5), (a)(8), and (b); 264.75(a)-(e) and (j); 265.75(a)-(e) and (j); and 270.30(l)(9). This is mandatory reporting by the respondents.

The respondents' submissions (reports) describe each generated hazardous waste, the activity by which they generated the wastes, and the waste quantity; the reports also list the management method by which each waste is treated, recycled, or disposed and the quantity managed. There are a number of uses of Biennial Report data. EPA uses Biennial Report data for planning and developing regulations, compliance monitoring, and enforcement. Also, Biennial Report data allows the Agency to determine whether its regulations are having the desired effect on the generation and management of hazardous waste. For example, Biennial Report data provides information on whether waste management has shifted from one method of disposal to another. Some State uses of Report data include support of planning, fee assessment, compliance monitoring, and enforcement.

Some businesses consider some of their hazardous waste information to be Confidential Business Information (CBI). A business may, if it desires, protect its Biennial Report information from public disclosure by asserting a claim of confidentiality covering all or part of its information. When a claim is made EPA will treat the information in accordance with the confidentiality regulations in 40 CFR Part 2, Subpart B. EPA also ensures that the information collection procedures comply with the Privacy Act of 1974 and OMB Circular 108.

**Estimated Burden:** The annual reporting burden for the 2011 Hazardous Waste Report is estimated to average 17 hours per respondent, and includes time for reviewing instructions, gathering data, completing and reviewing the forms, and submitting the report. The recordkeeping requirement is estimated to average 4 hours per response and includes the time for filing and storing the 2011 Hazardous Waste Report submission for three years.

To comment on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including the use of automated collection techniques, EPA has established a public docket for this ICR under Docket ID Number 0976.15, which is available for public viewing at the RCRA Docket in the EPA Docket Center (EPA/DC), EPA West, Room 3334, 1301 Constitution Ave., NW, Washington, D.C. The EPA Docket Center Public Reading Room is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding legal holidays. The telephone number for the Reading Room is (202) 566-1744 and the telephone number for the RCRA Docket is (202) 566-0270. An electronic version of the public docket is available through EPA Dockets (EDOCKET) at <http://www.epa.gov/dockets/regulations.htm>.

Use EDOCKET to submit or view public comments, access the index listing of the contents of the public docket, and to access those documents in the public docket that are available electronically. Once in the system, select "search," then key in the docket ID number identified above. Also, you can send comments to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17<sup>th</sup> Street, NW, Washington, D.C. 20503, Attention: Desk Office for EPA. Please include the EPA Docket ID Number 0976.15 and OMB Control Number 2050-0024 in any correspondence.

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# THE 2011 HAZARDOUS WASTE REPORT

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## Introduction

The U.S. Environmental Protection Agency's (EPA) mission to protect human health and the environment includes the responsibility to effectively manage, with the States, the nation's hazardous waste. As part of this task, the EPA and the States collect and maintain information about the generation, management, and final disposition of the nation's hazardous waste regulated by the Resource Conservation and Recovery Act (RCRA).

The EPA prepared this booklet for hazardous waste generators and for facilities that treat, store, or dispose hazardous waste to report their hazardous waste activities for calendar year 2011. The information collected will:

- Provide the EPA and the States with an understanding of hazardous waste generation and management in the United States.
- Help the EPA measure the quality of the environment, such as monitoring industry compliance with the regulations and evaluating waste minimization efforts taken by industry.
- Be summarized and communicated to the public, primarily through publication of the 2011 National Biennial RCRA Hazardous Waste Report.

The data you provide will be entered into a computer database by the State or the EPA Regional Office to which you return your Hazardous Waste Report. After review, to ensure the quality of the data, EPA will create a national database for this information. Your efforts in carefully filling out all the report forms are appreciated.

### IMPORTANT

Before completing the 2011 Hazardous Waste Report forms, please carefully read the instructions in this booklet.

### IF YOU NEED ASSISTANCE

To obtain assistance in filling out the 2011 Hazardous Waste Report forms, please contact your State Office. Some States' reporting requirements differ from the Federal requirements. The list of State and EPA Regional Office addresses, contact names, telephone numbers, and e-mail addresses is located at: <http://www.epa.gov/epawaste/inforesources/data/form8700/contact.pdf>.

## What's New

Below are a list of changes to the 2011 Hazardous Waste Report Instructions and Forms.

1. **Clarified Underground Injection Control (UIC) Instruction** Facilities that generate, treat, store, or dispose of hazardous waste and place the waste into an underground injection well (e.g., a Class I well) located at their site must mark "Yes" in Section 10.A.9 of the Site ID form.
2. **Added "Waste Pharmaceuticals" and "Dried Paint" to the list of Form Codes** Form code W005 has been added to track waste pharmaceuticals managed as hazardous waste. Form code W406 has been added to track dried paint (paint chips, filters, air filters, other).
3. **Modified the description for G11, G24, G25, and W206** The source code for G11 is now described as "Discarding off-specification, out-of-date, and/or unused chemicals or products." The source code for G24 is now described as "Solvent or product distillation as part of production process (including totally enclosed treatment systems). Does not include batch treatment in a separate process." The source code for G25 is now described as "Hazardous waste management – indicate management method (for residuals from regulated hazardous waste processes – enter the related H code). The form code W206 is now described as "Waste oil managed as hazardous waste."
4. **Revised "Groundwater contaminated by Hazardous Waste" instructions** Replaced the term "leachate" with "hazardous waste" and added further instructions regarding contaminated media.
5. **Clarified instructions for on-site management** Modified the language to clarify that filers should choose the management method code that best identifies the last substantive purpose/operation it performs onsite.
6. **Revised wording of Box 10.D (Academic Labs) and the Addendum to the Site ID form (Hazardous Secondary Material)** Wording changes implemented to both the Site ID form and instructions to help minimize confusion for reporting under these rules.
7. **Clarified "Short-term Generator"** Added examples, further instruction, and a definition for short-term generator.
8. **Developed the "Biennial Reporting: Reportable and Non-Reportable Wastes" reference document** This document offers instruction for determining which wastes should be reported. This document can be found at <http://www.epa.gov/epawaste/inforesources/data/biennialreport/index.htm>.
9. **Revised note for Treater, Storer, or Disposer of Hazardous Waste** The note under Box 10.A.6 in the Site ID form now reads "Note: A hazardous waste Part B permit is required for these activities."
10. **Added instruction for source code G61** If reporting source code G61 (hazardous waste received from off-site for storage/bulking, and transfer off-site for treatment or disposal), the generation amount must be zero (0) in Section 1, Item F."
11. **Added example of sequential process** This example complements the existing non-sequential process for reporting on-site management.

12. **Modified language for GM Form, Section 2 On-site Generation and Management** Section 2 now asks “Was any of this hazardous waste that was generated at this facility treated, disposed, and/or recycled on-site?”
13. **Added definition for Waste Minimization and Waste Oil (Biennial Report Only)** Definition for Waste Minimization has been added and defined as “The reduction, to the extent feasible, of hazardous waste that is generated or subsequently treated, stored, or disposed. It includes any source reduction or recycling activity undertaken by a generator that results in: (1) the reduction of total volume or quantity of hazardous waste; (2) the reduction of toxicity of hazardous waste; or (3) both, as long as the reduction is consistent with the goal of minimizing present and future threats to human health and the environment.” Definition for Waste Oil (Biennial Report Only) has been added and defined as “Any oil that has been refined from crude oil, or any synthetic oil, that has been used, and as a result of such use, is contaminated by physical or chemical impurities and is managed as a hazardous waste.”



## WHO MUST FILE THE 2011 HAZARDOUS WASTE REPORT

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### Sites Required to File the Hazardous Waste Report

You are required by Federal statute (mandatory reporting) to complete and file the 2011 Hazardous Waste Report (also known as the “Biennial Report”) or your State’s equivalent hazardous waste report if your site:

- Met the definition (see box below) of a RCRA Large Quantity Generator (LQG) during 2011; **or**
- Treated, stored, or disposed of RCRA hazardous wastes on-site during 2011.

If you are required to report, see **WHICH FORMS TO SUBMIT AND WHAT TO REPORT** to determine which forms you must submit.

#### DEFINITION OF A RCRA LARGE QUANTITY GENERATOR WHO MUST REPORT FOR CALENDAR YEAR 2011

A site is a RCRA Large Quantity Generator (LQG) for 2011 if the site met **any** of the following criteria:

- a. The site generated, in any single calendar month, 1,000 kg (2,200 lbs.) or more of RCRA non-acute hazardous waste; **or**
- b. The site generated, in any single calendar month, or accumulated at any time, more than 1 kg (2.2 lbs.) of RCRA acute hazardous waste; **or**
- c. The site generated, in any single calendar month, or accumulated at any time, more than 100 kg (220 lbs.) of spill cleanup material contaminated with RCRA acute hazardous waste.

**Note:** You will report your **current** Hazardous Waste Generator status as of the date of submitting your 2011 Hazardous Waste Report on the Site ID Form in Item 10.A.1 – Generator of Hazardous Waste. Your current status may be different from the status during the report year that requires you to file the Hazardous Waste Report.

**Note:** Hazardous waste imported from a foreign country in 2011 must be counted in determining your generator status if your site is the U.S. Importer. This waste must be reported on the GM Form or the WR Form in your 2011 Hazardous Waste Report.

**Note:** Some states, as a matter of state law, require other categories of generators to report as well. See the discussion under “State-Specific Requirements” on page 4.

## Who Must File the 2011 Hazardous Waste Report (continued)

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### Sites That Should Not File the Hazardous Waste Report

**Do not** file the 2011 Hazardous Waste Report if, during 2011, your site was not a RCRA Large Quantity Generator (your site did not meet any of the LQG criteria) **and** your site did not treat, store, or dispose of RCRA hazardous wastes on-site in waste management units subject to a RCRA operating permit. Exception: file the report if your state has more stringent reporting requirements. See “State-Specific Requirements” below.”

If you are not required to report, you should notify us if your hazardous waste generator status has changed; please fill out the RCRA Subtitle C Site Identification Form and submit it to your State Office. See the Item-by-Item Instructions for information on filling out the Site Identification Form. Place an “X” in the box for Subsequent Notification in Item 1 – Reason for Submittal.

Unless required by your state, **do not** file the 2011 Hazardous Waste Report if, during 2011, **all** of your hazardous waste was exported directly out of the United States to a foreign country. Facilities that export hazardous waste must file a separate Annual Report under 40 CFR 262.56. (This Annual Report will be in addition to the Hazardous Waste Report, if your state requires you to submit a Hazardous Waste Report.)

### State-Specific Requirements

States may impose reporting requirements above and beyond the Federal requirements. If your State does so, it will attach information to (or delete information from) this booklet. Alternatively, some States use a modified version of this report or their own instructions and forms to fulfill their reporting requirements. Please contact your State Office about State-specific requirements. See the Contacts list at:  
<http://www.epa.gov/epawaste/inforesources/data/form8700/contact.pdf>.

# INSTRUCTIONS FOR FILING THE 2011 HAZARDOUS WASTE REPORT

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## Introduction

The instructions and forms for the 2011 Hazardous Waste Report are prepared by the U.S. Environmental Protection Agency (EPA) for generators and for treatment, storage, and disposal facilities (TSDFs) to report their hazardous waste activities for 2011. Additionally, facilities may use this Hazardous Waste Report to notify their regulatory authority that they are managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25) (these facilities would notify using the RCRA Subtitle C Site Identification Form and Addendum to the Site Identification Form).

## Authority

The authority for the 2011 Hazardous Waste Report is contained in Sections 3002 and 3004 of the Resource Conservation and Recovery Act of 1976 (RCRA), as amended by the Hazardous and Solid Waste Amendments of 1984 (HSWA). Section 3002 requires hazardous waste generators to report to the EPA or the authorized States, at least every two years, the quantities, nature, and disposition of generated hazardous waste. Under the authority of Section 3004, the EPA requires reporting by treatment, storage, and disposal facilities for the wastes they receive.

## Overview of the 2011 Hazardous Waste Report

To determine if you are required to file the Hazardous Waste Report, read **WHO MUST FILE THE 2011 HAZARDOUS WASTE REPORT**.

**Which Forms to Submit and What to Report** describes circumstances and situations under which each of the forms should be completed.

**Filling out the Forms** provides general guidelines for filling out the Hazardous Waste Report forms. This includes where to find the telephone number for the State Contacts, which you can call with questions about completing the Hazardous Waste Report.

## When and Where to Send Your Completed Report

The 2011 Hazardous Waste Report is due to your State or EPA Regional Office by March 1, 2012. Return your completed Hazardous Waste Report to the address listed for your State or Regional contact. See the additional information sent to you with this booklet. An updated listing of State and EPA Regional mailing addresses, contact names, telephone numbers, and e-mail addresses is maintained at: <http://www.epa.gov/epawaste/inforesources/data/form8700/contact.pdf>.

Detailed instructions for filling out each of the forms are provided. Other reference information and code lists are provided, including: a list of excluded wastes; definitions of key terms; special instructions that explains how to report certain types of wastes (e.g., lab packs, PCBs); a list of hazardous waste codes, HSM facility codes, HSM land-based unit codes, source codes, form codes, management method codes, and waste minimization codes.

## Instructions for Filing the 2011 Hazardous Waste Report (continued)

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### Which Forms To Submit and What to Report

The 2011 Hazardous Waste Report contains the following four forms:

**Site ID Form** A site required to file the 2011 Hazardous Waste Report **MUST** submit the RCRA Subtitle C Site Identification Form (Site ID Form) as a component of the Report.

You will report that you are submitting the Site ID form as part of the 2011 Hazardous Waste Report in Item 1- Reason for Submittal. Mark “As a component of the Hazardous Waste Report (If marked, see sub-bullet below)” and mark the sub-bullet, if the status is applicable to you during the 2011 reporting year.

You will fill out the Site ID form by reporting all information current as of the date of submitting your 2011 Hazardous Waste Report. This includes reporting your **current** Hazardous Waste Generator status in Item 10.A.1 (Generator of Hazardous Waste), which may have changed since 2011.

Facilities that will begin managing, are managing, or will stop managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25) must submit the Site Identification Addendum as a component of the Report pursuant to 40 CFR 260.42. These regulations exclude certain hazardous secondary material(s) being reclaimed from the RCRA Subtitle C definition of solid waste provided certain requirements and conditions are met.

**GM Form** A site required to file the 2011 Hazardous Waste Report must submit Waste Generation and Management (GM) Form(s) for all hazardous waste that was used to determine the site’s generator status. Hazardous waste must be reported if it was:

- Generated and accumulated on-site and subsequently managed on-site or shipped off-site in 2011; **or**
- Generated and accumulated on-site in 2011 but not managed on-site or shipped off-site until after 2011; **or**
- Generated and accumulated on-site prior to 2011 but either managed on-site or shipped off-site in 2011; **or**
- Imported from a foreign country in 2011.

Examples of RCRA hazardous wastes to be reported include those that were:

- Generated on-site from a production process, service activity, or routine cleanup;
- Generated from equipment decommissioning, spill cleanup, or remedial cleanup activity;

## Instructions for Filing the 2011 Hazardous Waste Report (continued)

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- Shipped off-site, including hazardous waste that was received from off-site (reported on the waste Received From Off-site Form [WR Form]) and subsequently shipped off-site without being treated or recycled on-site;
- Removed from on-site storage for treating, recycling, or disposing on-site or shipped off-site;
- Derived from the management of non-hazardous waste; or
- Derived from the on-site treatment (including reclamation), disposal, or recycling of previously existing hazardous waste (as a residual).

Unless required by your state, **DO NOT** submit a GM Form for any hazardous waste shipped directly to a foreign country. Facilities that export hazardous waste must file a separate Annual Report under 40 CFR 262.56. (This Annual Report will be in addition to the Hazardous Waste Report, if your state requires you to submit a Hazardous Waste Report.)

**WR Form** A site required to file the 2011 Hazardous Waste Report must submit Waste Received From Off-site (WR) Form(s) if, during 2011, it received RCRA hazardous waste from off-site and managed the waste on-site (including subsequent transfer off-site).

**OI Form** A site must complete Off-Site Identification (OI) Form(s) **only if the site's State requires it**. Instructions for OI Form are on the back of the form. For a list of State Contacts go to:  
<http://www.epa.gov/epawaste/inforesources/data/form8700/contact.pdf>.

## Instructions for Filing the 2011 Hazardous Waste Report (continued)

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### Filling out the Forms

#### Contacts for Assistance

To obtain assistance in filling out the 2011 Hazardous Waste Report forms, please contact your State or EPA Regional Office. States' reporting requirements or forms may differ from the Federal requirements. The list of contact addresses, contact names, telephone numbers, and e-mail addresses is located at: <http://www.epa.gov/epawaste/inforesources/data/form8700/contact.pdf>.

#### Copies of Hazardous Waste Report Instructions and Forms

Additional copies of the 2011 Hazardous Waste Report Instructions and Forms can be obtained from the contact provided for your State. If your State uses the EPA's version of the instructions and forms, you can download the booklet from: <http://www.epa.gov/epawaste/inforesources/data/biennialreport/index.htm>.

#### Documents Helpful in Filling out the Forms

To prepare the 2011 Hazardous Waste Report, you should consult your records on quantities and types of hazardous waste that your site generated, managed, shipped, or received in 2011. Some records that may be helpful are:

- Hazardous waste manifest forms;
- Hazardous Waste Report forms submitted in previous years;
- Records of quantities of hazardous waste generated or accumulated on-site;
- Results of laboratory analyses of your waste;
- Contracts or agreements with off-site facilities managing your wastes; and
- Copies of permits for on-site waste management systems.

#### Code Lists

**LIST** This symbol denotes references to relevant code lists. Please use only the codes included in the instructions or in the lists of codes provided.

#### Skip Instructions

⇒ This symbol denotes directions to skip to the next appropriate section or item to be completed, given certain responses to some questions.

#### Explanations

**NOTE** This symbol denotes explanatory text of definitions of terms used in the instructions.

## Instructions for Filing the 2011 Hazardous Waste Report (continued)

### Alphanumeric Fields

Valid characters for alphanumeric fields are limited to:

`~!@#\$%^&\*()\_+={}[]\|:;'",./1234567890ABCDEFGHIJKLMNOPQRSTUVWXYZ

Invalid characters for alphanumeric fields include:

> <

If the "<" or ">" symbols are used to indicate less than or greater than, it is recommended that these symbols be replaced with "LT" or "GT".

### Right Justification of Quantities

Right justify all quantities reported on the forms. For example, enter a quantity of 12,000 tons on the form as:

				1	2	0	0	0	.	0
--	--	--	--	---	---	---	---	---	---	---

Enter a quantity of 29,599.5 tons as:

				2	9	5	9	9	.	5
--	--	--	--	---	---	---	---	---	---	---

### Comments Section of Forms

Use the Comments section at the bottom of the forms to clarify or continue any entry. For each comment, reference the section number and item letter of the entry that is being continued. For example, if a hazardous waste generated on-site has seven EPA hazardous waste codes, enter the first six in Section 1, Item B of the GM Form. Enter the seventh waste code in the Comments section and cross-reference Section 1, Item B. For example, you would write: "Sec. 1, Item B, continued: D007."

### Page Numbering of Forms

When you have filled out all the appropriate forms in your Hazardous Waste Report submission, number the pages (each piece of paper is a page) consecutively throughout your submission. **Do not** number each set of forms separately, but rather number each page sequentially. The individual page number and the total number of pages in your submission should appear at the bottom of each page (e.g., Page 1 of 7, Page 2 of 7).

If it is necessary to continue information from one form onto another page, make additional copies of the form and number the additional pages with the same page number as the first page, followed by a letter (e.g., page 27, page 27a, page 28, page 28a, 28b). When continuing information on a supplemental page, enter only the information that is being continued.

### Photocopies of Forms

A single copy of each form is included in this booklet. Photocopy as many forms as you need to complete your Hazardous Waste Report. Make copies **after** you have written your site name and EPA Identification Number in the top left-hand corner of the form, but **before** you begin filling out the form.

After you have finished filling out the forms, photocopy the entire Hazardous Waste Report and keep a copy for a period of at least three years from the due date of the report as required by 40 CFR 262.40(b).

## **Instructions for Filing the 2011 Hazardous Waste Report** (continued)

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### **Electronic Reporting**

The EPA encourages electronic reporting of Hazardous Waste Reports. To obtain instructions on how to file electronically, contact your State or EPA Regional Office.

### **Confidential Business Information (CBI)**

You may not withhold information from the Administrator of the EPA because it is confidential. However, when the Administrator is requested to consider information confidential, it must be treated according to the EPA regulations contained in 40 CFR, Part 2, Subpart B. These regulations provide that a business may, if it desires, assert a claim of business confidentiality covering all or part of the information furnished to the EPA. 40 CFR 2.203(b) explains how to assert a claim.

The EPA will treat information covered by such a claim in accordance with the procedures set forth in Subpart B. If someone requests release of information covered by a claim of confidentiality, or if the EPA otherwise decides to make a determination as to whether such information is entitled to confidential treatment, the EPA will notify the business. The EPA will not disclose information as to when a claim of confidentiality has been made except to the extent of and in accordance with 40 CFR Part 2, Subpart B. However, if the business does not claim confidentiality when it furnishes the information, the EPA may make the information available to the public without notice to the business.

### **IF YOU NEED ASSISTANCE**

To obtain assistance in filling out the 2011 Hazardous Waste Report forms, please contact your State or EPA Regional Office. States' reporting requirements or forms may differ from the Federal requirements. The list of State and EPA Regional Office addresses, contact names, telephone numbers, and e-mail addresses is located at: <http://www.epa.gov/epawaste/inforesources/data/form8700/contact.pdf>.

This booklet and other related information can be found at:  
<http://www.epa.gov/epawaste/inforesources/data/biennialreport/index.htm>.



## **INSTRUCTIONS FOR FILLING OUT THE RCRA SUBTITLE C SITE IDENTIFICATION (SITE ID) FORM**

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### **Who Must Submit This Form**

All sites required to submit any of the following must submit the RCRA Subtitle C Site Identification (Site ID) Form:

- Initial Notification of Regulated Waste Activity
- Subsequent Notification of Regulated Waste Activity
- First RCRA Hazardous Waste Part A Permit Application
- Revised RCRA Hazardous Waste Part A Permit Application
- Hazardous Waste Report
- Notification for eligible academic entities opting into or withdrawing from managing laboratory hazardous wastes pursuant to 40 CFR Part 262 Subpart K (if in an eligible State)
- Notification for facilities managing hazardous secondary material pursuant to 40 CFR 260.42 (if in an eligible State)

Some States have requirements in addition to, or that are different from the Federal requirements. To obtain the appropriate forms or ask questions, refer to a list of contacts at: <http://www.epa.gov/epawaste/inforesources/data/form8700/contact.pdf>. The list will tell you whether the Federal form or a State form is used, who to contact, and where to mail the completed form.

### **Purpose of This Form**

The Site ID Form provides site-specific information about your facility and is used to obtain an EPA Identification Number. The Site ID form also provides updated information for items that have changed at your site and verifies the information for those items that remain unchanged.

### **How to Fill Out This Form**

Complete the following Site ID Form items, as applicable to your facility:

- Item 1 – your reason for submitting the form
- Item 2 – your site's EPA Identification Number
- Item 3 – the name of your site
- Item 4 – the physical location of your site
- Item 5 – the land type of your site
- Item 6 – the North American Industry Classification System (NAICS) code(s) for your site
- Item 7 – the mailing address for your site
- Item 8 – name, title, address, phone number, fax, and e-mail of a contact person at your site
- Item 9 – name, address, and phone number of the legal owner(s) and name of the operator(s) of your site
- Item 10 – your site's regulated waste activities (enter all that apply)
- Item 11 – the description of hazardous waste

- Item 12 – your site’s hazardous secondary material activity, if you manage any
- Item 13 – additional comments on Items 1 – 12
- Item 14 – certification that the information you provided throughout the form is truthful, accurate and complete
- Addendum to the Site Identification Form – notification of hazardous secondary material activity

Type or print, in black ink, all items except the Signature box in Item 14. In Item 14, provide the required ink signatures. Signatures must be original. Stamped or photocopied signatures are not acceptable. Enter your site’s EPA Identification Number in the top left-hand corner on all pages of the form; for an Initial Notification for this site, leave the EPA Identification Number blank. Use Item 13 – Comments to clarify or provide additional information for any entry. When entering information in the comments section, enter the item number and box letter to which the comment refers. If you must use additional sheets for comments, enter your site’s EPA Identification Number in the top left-hand corner of each sheet.

## **Item-By-Item Instructions**

### **Item 1 – Reason for Submittal**

**Reason for Submittal:** Place an “X” in the appropriate box(es) to indicate whether this form is your Initial Notification (i.e., this is your first time submitting site identification information / to obtain an EPA Identification Number for this location); a Subsequent Notification (to update your site identification information); a component of a First or a Revised Hazardous Waste Part A Permit Application; or a component of the Hazardous Waste Report.

- **To provide an Initial Notification (first time submitting site identification information / to obtain an EPA Identification Number for this location).**
  - If your waste activity is regulated under Subtitle C of the Resource Conservation and Recovery Act (RCRA) and the rules promulgated pursuant to the Act (specifically 40 CFR Parts 260-299), you must submit this form to notify the appropriate State or EPA Regional Office of your regulated waste activities and obtain an EPA Identification Number.
  - If you are an eligible academic entity opting into 40 CFR 262 Subpart K for managing laboratory hazardous wastes **AND** you have never before submitted site identification information, you must submit this form to notify the appropriate State or EPA Regional Office of your activities. Note: You must check with your State to determine if you are eligible to manage laboratory hazardous waste pursuant to 40 CFR Part 262 Subpart K in order for you to notify.
  - If you will begin managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25) **AND** you have never before submitted site identification information, you must submit this form, pursuant to 40 CFR 260.42, to notify the appropriate State or EPA Regional Office of your activities. Note: You must check with your State to determine if you are eligible to manage hazardous secondary material under these exclusions in order for you to notify.
- **To provide a Subsequent Notification (to update site identification information for this location).**
  - You must use this form to submit a subsequent notification if your site already has an EPA Identification Number and you wish to change information (e.g., generator status, new site contact person, new owner, new mailing address, new regulated waste activity, etc.).
  - If you have previously submitted site identification information and are an eligible academic entity opting into or withdrawing from 40 CFR Part 262 Subpart K for managing laboratory hazardous wastes, you must use this form. Note: You must check with your State to determine if you are eligible to manage laboratory hazardous waste pursuant to 40 CFR Part 262 Subpart K in order for you to notify.
  - If you have previously submitted site identification information and are notifying (or re-notifying) that you will begin managing, are managing, or have stopped managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24),

**Site ID Form**  
(continued)

or (25), you must submit this form, pursuant to 40 CFR 260.42, to notify the appropriate State or Regional Office of your activities. Note: You must check with your State to determine if you are eligible to manage hazardous secondary material under these exclusions in order for you to notify.

- **As a component of a First RCRA Hazardous Waste Part A Permit Application.** If your site is planning to treat, store, or dispose of hazardous waste on-site in a unit that is not exempt from obtaining a hazardous waste permit, you must submit this form as part of the Part A Permit Application. Also, if the activity at this site (treatment, storage, or disposal) became newly regulated under RCRA Subtitle C and the rules promulgated pursuant to the Act (specifically 40 CFR Parts 260-299), you must submit this form as part of the Part A Permit Application.
- **As a component of a Revised RCRA Hazardous Waste Part A Permit Application.** If you must submit a revised Part A Permit Application to reflect changes that have occurred at your site, you must submit this form as part of your revised Part A Permit Application. Examples of site changes requiring a revised Part A Permit Application include managing new wastes not identified in the first submission of the form or changes to existing waste treatment processes. When submitting a revised Part A Permit Application, please include the Amendment number in the appropriate space.
- **As a component of the Hazardous Waste Report. (If marked, see sub-bullet below).** If you are required to submit a Hazardous Waste Report indicating the amount of hazardous waste you generate, treat, recycle, dispose, ship off-site, or receive from off-site, you must fill out this form. A Site ID Form submitted with a Hazardous Waste Report is equivalent to a Subsequent Notification.
  - **Site was a TSD facility and/or generator of  $\geq 1,000$  kg of hazardous waste,  $> 1$  kg of acute hazardous waste, or  $> 100$  kg of acute hazardous waste spill cleanup in one or more months of the report year (or State equivalent LQG regulations).** The purpose of this check box is to distinguish between sites that meet the criteria and are required to file a report versus those who file voluntarily or by State-only requirement but were not a TSD facility or a Large Quantity Generator (LQG) during the report year. Sites required to file the report should place an "X" in this box while non-LQG/TSD sites should not. For more information about who must file a report, refer to Who Must File the Hazardous Waste Report.

**Item 2 – Site EPA ID Number**

Provide your EPA Identification Number in Item 2 **for this site**. The first two characters of the EPA ID Number must be a valid state postal code. Be sure to include your EPA Identification Number at the top of all pages of the form (as well as on any attachments to the Site ID Form).

<b>NOTE</b>	If this is your Initial Notification for this site, leave the EPA Identification Number blank and proceed to Item 3.
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**Item 3 and 4 – Site Name and Location**

Provide the legal name of your site and a complete location address. Please note that the address you give for Item 4, Site Location, must be a physical address, not a post office box or route number. Only foreign hazardous waste transporters, with their headquarters located outside the U.S., may provide a Site Location Country outside of the U.S.

<b>NOTE</b>	A new EPA Identification Number is <b>required</b> if you change the location of your site.
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**Item 5 – Site Land Type**

Place an “X” in the box that **best describes** the land type of your site. Select only one type: Private, County, District, Federal, Tribal (see below), Municipal, State, or Other. If your site’s Land Type could be described as Municipal **and** another Land Type, such as County, District, or Tribal, do not place an “X” in Municipal. Instead, choose the other appropriate Land Type. (For example, if your site’s Land Type is both Municipal and County, you would place an “X” in the box for County.) You may explain this in Item 13 – Comments.

**Tribal** – A member of one of the tribes/entities on the list of federally recognized American Indian tribes and Alaskan Native entities located at:  
<http://www.epa.gov/tribal/whereyoulive/tribes-a-z.htm>.

**Item 6 – North American Industry Classification System (NAICS) Code(s)**

Box A must be completed. Completing Boxes B-D is recommended, if applicable.

- Box A** Provide the North American Industry Classification System (NAICS) code that best describes your site’s primary business production process for your products or services. Referencing the latest NAICS codes, use the 6-digit code (most specific description) if available for your business; if not, use the 5-digit code; do not enter any four (4) or less digit codes.
- Boxes B – D** List other NAICS codes that describe the other business production processes for your site. Referencing the latest NAICS codes, use the 6-digit code (most specific description) if available for your business; if not, use the 5-digit code; do not enter any four (4) or less digit codes.

Check with your accounting or business staff to determine your NAICS code(s); the NAICS code is used in tax reporting and other business reports. You can obtain additional information about NAICS codes at <http://www.census.gov/eos/www/naics>.

**Item 7 – Site Mailing Address**

Please enter the Site Mailing Address. If the Mailing Address and the Location of Site (Item 4) are the same, you can enter “Same as Item 4” in the box for Item 7.

**Item 8 – Site Contact Person**

Enter the name, title, business address, telephone number, extension, fax number, and e-mail address of the individual who should be contacted regarding the information submitted in the Site ID Form. A Subsequent Notification is recommended when the Site Contact Person changes. **Do not** enter other contact persons here; if there are other persons, who may be contacted about this submission, list them and their other contact information in Item 13. If the person completing the Hazardous Waste Report is not the primary site RCRA hazardous waste contact, enter the primary site RCRA hazardous waste contact here and add the contact information for the person completing the Hazardous Waste Report in Item 13 – Comments.

Note: This is NOT the Facility Permit Contact information. The Facility Permit Contact information should be entered on the RCRA Hazardous Waste Part A Permit Application.

**Item 9 – Legal Owner and Operator of the Site**

This section should be used to indicate all owners and operators of this site.

- A. Name of Site's Legal Owner:** Provide the name of your site's legal owner(s). This includes owner(s) of the building(s) and land. Please review these definitions:

**Owner** – The person who owns a RCRA site or part of a RCRA site. Note: This includes the owner(s) of the building(s) and/or land. This may be an individual, company, or business name. See **Person**.

**Person** – An individual, trust, firm, joint stock company, Federal Agency, corporation, (including a government corporation), partnership, association, State, municipality, commission, political subdivision of a State, or any interstate body.

**Date Became an Owner:** Indicate the date on which the above entity became the owner of your site. Enter dates as in this example: For April 22, 2011, enter 04/22/2011. This is a required field and a date must be reported.

**Owner Type:** Place an "X" in the box that **best describes** the owner type for your site. Select only one type: Private, County, District, Federal, Tribal (see below), Municipal, State, or Other. If your site's Owner Type could be described as Municipal **and** another Owner Type, such as County, District, or Tribal, do not place an "X" in Municipal. Instead, choose the other appropriate Owner Type. (For example, if your site's Owner Type is both Municipal and County, you would place an "X" in the box for County.). You may explain this in Item 13 – Comments.

**Tribal** – A member of one of the tribes/entities on the list of federally recognized American Indian tribes and Alaskan Native entities located at:  
<http://www.epa.gov/tribal/whereyoulive/tribes-a-z.htm>.

**Legal Owner Address:** Enter the address of the legal owner. If the address and the Location of Site (Item 4) are the same, you can enter "Same as Item 4" in the box for Item 9.

Use the Comments section in Item 13 to list any additional owners, their names, the dates they became owners, owner type, mailing address, and which owner(s), if any, are no longer

owners since your last submission of this form. If necessary, attach a separate sheet of paper. Remember to enter your site's EPA Identification Number in the top left-hand corner of each sheet.

**B. Name of Site's Operator.** Provide the name of your site's operator. Please review these definitions.

**Operator** – The person responsible for the overall operation of a RCRA site. Note: This is the legal entity which controls the RCRA site operation rather than the plant or site manager. This is usually a company or business name, but may be an individual. See **Person**.

**Person** – An individual, trust, firm, joint stock company, Federal Agency, corporation, (including a government corporation), partnership, association, State, municipality, commission, political subdivision of a State, or any interstate body.

**Date Became an Operator:** Indicate the date on which the above entity became the operator of your site. Enter dates as in this example: For April 22, 2011, enter 04/22/2011. This is a required field and a date must be reported.

**Operator Type:** Place an "X" in the box that **best describes** the operator type for your site. Select only one type: Private, County, District, Federal, Tribal (see below), Municipal, State, or Other. If your site's Operator Type could be described as Municipal **and** another Operator Type, such as County, District, or Tribal, do not place an "X" in Municipal. Instead, choose the other appropriate Operator Type. (For example, if your site's Operator Type is both Municipal and County, you would place an "X" in the box for County.) You may explain this in Item 13 – Comments.

**Tribal** – A member of one of the tribes/entities on the list of federally recognized American Indian tribes and Alaskan Native entities located at:  
<http://www.epa.gov/tribal/whereyoulive/tribes-a-z.htm>.

Use the Comments section in Item 13 to list any additional operators, their names, the dates they became operators, operator type, mailing address, and which operator(s), if any, are no longer operators since your last submission of this form. If necessary, attach a separate sheet of paper. Remember to enter your site's EPA Identification Number in the top left-hand corner of each sheet.

<b>NOTE</b>	A subsequent notification is recommended when the owner or operator of a site changes. Because an EPA Identification Number is site-specific, the new owner will keep the existing EPA Identification Number for that location. If your business moves to another location, the owner or operator must notify the State or EPA Regional Office of this change. Since your business has changed locations, a new EPA Identification Number will be assigned.
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**Item 10 – Type of Regulated Waste Activity**

Mark box “Yes” or box “No” as appropriate for all **current** activities (as of the date submitting the form) at this site; complete any additional boxes as instructed. **Current** activities mean activities that are in effect when the form is submitted or those that the site plans to begin after EPA Identification Number assignment. The information you provide in Item 10 will be considered current as of the date you certify the form. If the site is no longer a generator as of the date you certify the form, you should mark the “No” (not a generator) box for Generator of Hazardous Waste.

<b>NOTE</b>	You must report your current regulated waste activities as of the date of submitting the Site ID Form. For the Hazardous Waste Report, your current status may be different than your status during the reporting year.
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**A. Hazardous Waste Activities (Complete all parts 1 through 10):**

<b>NOTE</b>	Listed below are the Federal generator status definitions. If, however, the State where your site is located has definitions different from the Federal definitions, you must use the State definitions.
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1. **Generator of Hazardous Waste (at your site):** If you generate a hazardous waste that is listed in 40 CFR 261.31 through 261.33 or identified by one or more hazardous waste characteristic(s) contained in 40 CFR 261.21 through 261.24, place an “X” in the appropriate box for the quantity of hazardous waste that is generated per calendar month. The regulations for hazardous waste generators are found in 40 CFR Part 262. (<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl>.) Consult these regulations and your State for details about how the regulations apply to your situation. Below is a brief description of the three types of hazardous waste generators.

**If “Yes”, place an “X” in only one of the following – a, b, or c.**

**a. LQG: Large Quantity Generator**

This site is a Large Quantity Generator if the site meets **any** of the following criteria:

- i) Generates, in any calendar month, 1,000 kg (2,200 lbs.) or more of non-acute RCRA hazardous waste; **or**
- ii) Generates, in any calendar month, or accumulates at any time, more than 1 kg (2.2 lbs) of RCRA acute hazardous waste; **or**
- iii) Generates, in any calendar month, or accumulates at any time, more than 100 kg (220 lbs.) of spill cleanup material contaminated with RCRA acute hazardous waste.



<b>NOTE</b>	<p>If, in addition to being an LQG, you recycle hazardous wastes at your site, mark both this box and Item 10.A.4.</p> <p>Hazardous secondary material managed under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25) DOES NOT count towards your generator status. However, you <u>must</u> check with your State to determine if you are eligible to manage hazardous secondary material under these exclusions.</p>
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**b. SQG: Small Quantity Generator**

This site is a Small Quantity Generator if the site meets **all** of the following criteria:

- i) Generates, in any calendar month, 100 kg (220 lbs.) but less than 1,000 kg (2,200 lbs.) of RCRA hazardous waste; **and**
- ii) Does not generate, in any calendar month, or accumulate at any time, more than 1 kg (2.2 lbs.) of acute hazardous waste; **and**
- iii) Does not generate more than 100 kg (220 lbs.) of material from the cleanup of a spill of acute hazardous waste.

**OR**, the site is Small Quantity Generator if the site:

- i) Meets i) and iii) of the Conditionally Exempt Small Quantity Generator criteria (see below), but
- ii) Is storing more than 1,000 kg (2,200 lbs.) of RCRA hazardous waste on-site. If the site accumulates, at any time, more than 1,000 kg (2,200 lbs.) of RCRA hazardous waste, the site must apply for an EPA ID Number using this form.

**c. CESQG: Conditionally Exempt Small Quantity Generator**

This site is a CESQG if the site does all of the following:

- i) Generates no more than 100 kg (220 lbs.) of RCRA hazardous waste in any calendar month; **and**
- ii) Does not accumulate, at any time, more than 1,000 kg (2,200 lbs.) of RCRA hazardous waste; **and**
- iii) Does not generate, in any calendar month, or accumulate at any time, more than 1 kg (2.2 lbs.) of acute hazardous waste and no more than 100 kg (220 lbs.) of material from the cleanup of a spill of acute hazardous waste.

<b>NOTE</b>	<p>If you generate acute hazardous wastes listed in 40 CFR 261.31, 261.32, or 261.33(e), please refer to 40 CFR 261.5(e) to determine the circumstances under which you must notify the EPA.</p>
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If you marked "Yes" above, indicate your other generator activities. Mark "Yes" or "No" for the other hazardous waste activities listed below that may occur at this site.  
**Complete all parts 2-10.**

**2. Short-Term Generators**

Mark "Yes" if the site is currently generating hazardous waste only as the result of a one-time, non-recurring, temporary event that is not related to normal production processes. In other words, short-term generators produce hazardous waste from a particular activity for a limited time and then cease conducting that activity. Short-term generators would not be considered episodic generators because episodic generators have the potential to generate on a regular basis (for example, a facility that fluctuates from SQG to LQG in one month is not a short-term generator). Examples of short-term generators include: 1) one-time highway bridge waste generation; 2) underground storage tank removals; 3) generation of off-spec or out-of-date chemicals at a site that normally doesn't generate hazardous waste; 4) remediation or spill clean-up at sites with no previous RCRA ID; and 5) site or production process decommissions by a new operator. If you mark "Yes", you must provide an explanation of your short-term generation event in Item 13 - Comments.

**3. United States Importer of Hazardous Waste**

Mark "Yes" if you import hazardous waste from a foreign country into the United States. Refer to 40 CFR 262.60 for additional information.

**4. Mixed Waste Generator**

Mark "Yes" if you are a generator of mixed waste (waste that is both hazardous and radioactive). RCRA defines "mixed waste" as waste that contains both hazardous waste and source, special nuclear, or by-product material subject to the Atomic Energy Act (AEA), RCRA Section 1004(41), 42 U.S.C. 6903 (63 FR 17414; April 9, 1998). See the Definitions section.

**5. Transporter of Hazardous Waste:** If "Yes", place an "X" in all that apply.

**a. Transporter**

You transport hazardous waste within the United States. The Federal regulations for hazardous waste transporters are found in 40 CFR Part 263.

**b. Transfer Facility (at your site)**

You are a hazardous waste transfer facility, at your site, if you hold manifested hazardous waste(s) at your site for a period of ten (10) days or less while the waste is in transit. The Federal regulations for hazardous waste transfer facilities are found in 40 CFR Part 263.12.

**6. Treater, Storer, or Disposer of Hazardous Waste (at your site):** If you treat, store, or dispose of hazardous waste, mark "Yes". A RCRA Hazardous Waste Part B Permit is **required** for this activity. Contact the appropriate office for your State for more information. The Federal regulations for owners and operators of permitted treatment, storage, and disposal facilities (TSDFs) are found in 40 CFR Parts 264, 265, 266, and 270.

Mark "No" if any of the following conditions are true for your facility:

1. This facility does not receive hazardous waste from other generators and ships all waste off-site for management within the regulatory timeframe.

2. This facility is only involved with on-going post-closure activities, corrective actions under HSWA, or a consent order under a non-traditional permit or without a RCRA permit being required.
3. Receives waste from off-site but does not store greater than 10 days before re-shipping (i.e., transfer facility).

<b>NOTE</b>	If your site is a destination facility for universal wastes in addition to being a treatment, storage, or disposal facility for other RCRA hazardous wastes, mark "Yes" for both this box <b>and</b> Item 10.B.2.
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7. **Recycler of Hazardous Waste (at your site):** If you recycle regulated hazardous wastes (recyclable materials) at your site, mark "Yes". The Federal regulations for owners and operators of sites that recycle hazardous waste are found in 40 CFR 261.6. You also may be subject to other Federal and State regulations; in some cases a permit is required.

<b>NOTE</b>	If your site, in addition to being a recycling site for hazardous waste, is a treater, storer, or disposer of hazardous waste, mark "Yes" for both this box <b>and</b> Item 10.A.6. If your site is a destination facility for universal wastes in addition to being a recycling site for other RCRA hazardous wastes, mark "Yes" for both this box <b>and</b> Item 10.B.2.
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8. **Exempt Boiler and/or Industrial Furnace (at your site):** If "Yes", place an "X" in all that apply.

**a. Small Quantity On-Site Burner Exemption**

You burn small quantities of hazardous waste in an on-site boiler or industrial furnace in accordance with the conditions in 40 CFR 266.108, place an "X" in the box to indicate that you qualify for the Small Quantity On-Site Burner Exemption.

**b. Smelting, Melting, and Refining Furnace Exemption**

You process hazardous wastes in a smelting, melting, or refining furnace solely for metals recovery, as described in 40 CFR 266.100(d), or to recover economically significant amounts of precious metals, as described in 40 CFR 266.100(g), or if you process hazardous wastes in a lead recovery furnace to recover lead, as described in 40 CFR 266.100(h), place an "X" in the box to indicate that you qualify for the Smelting, Melting, and Refining Furnace Exemption.

9. **Underground Injection Control (at your site):** If you generate, treat, store, or dispose of hazardous waste and place the waste or its residuals into an underground injection well (e.g., a Class I well) located at your site, mark "Yes". The Federal

regulations for owners and operators of underground injection wells are found in 40 CFR Part 148.

- 10. Receives Hazardous Waste From Off-site (at your site):** If you received hazardous waste from another site, whether this waste was received as a commercial transaction or waste received from a restricted group of off-site generators, mark "Yes".

**In addition to the above,** mark "Yes" or "No" for the other regulated waste activities listed below that may occur at this site. Complete Items B, C, and D as appropriate.

- B. Universal Waste Activities (at your site):** Refer to your State-specific requirements and definitions for universal waste. Also, refer to 40 CFR 261.9 and 40 CFR Part 273 for the Federal regulations covering universal waste. **Complete parts 1 and 2.**

- 1. Large Quantity Handler of Universal Waste (LQHUW):** You are an LQHUW if you accumulate a total of 5,000 kg or more total of universal wastes (batteries, pesticides, mercury-containing equipment, or lamps - calculated collectively) at any time. This designation is retained through the end of the calendar year in which the 5,000 kg limit is met or exceeded. If "Yes", place an "X" in the appropriate box(es) to indicate the type(s) of universal wastes managed at your site. If your State has other additional universal wastes, indicate what they are by placing an "X" in the corresponding box(es) (10.B.1.e, f, or g.).
- 2. Destination Facility for Universal Waste:** Mark "Yes" if you treat, dispose, or recycle universal wastes on-site. A hazardous waste permit is required if you treat or dispose of universal wastes; a permit may be required if you recycle universal wastes.

<b>NOTE</b>	If your site, in addition to being a destination facility for universal wastes, is also a treatment, storage, or disposal facility for RCRA hazardous wastes, mark "Yes" for both this box <b>and</b> Item 10.A.6. In addition, if your site recycles RCRA hazardous wastes, mark "Yes" for both this box <b>and</b> Item 10.A.7.
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- C. Used Oil Activities:** Mark the appropriate box(es) to indicate which used oil management activities are taking place at this site. The Federal regulations for used oil management are found in 40 CFR Part 279. **Complete all parts 1 through 4.**

- 1. Used Oil Transporter:** If "Yes", place an "X" in all that apply.
  - a. Transporter**  
You transport used oil within the United States. The Federal regulations for used oil transporters are found in 40 CFR Part 279.40-47.
  - b. Transfer Facility (at your site)**  
You own or operate a used oil transfer facility. The Federal regulations for used oil transfer facilities are found in 40 CFR Part 279.40-47.

2. **Used Oil Processor and/or Re-refiner (at your site):** If “Yes”, place an “X” in all that apply.
  - a. **Processor**  
You process used oil. The Federal regulations for processors of used oil are found in 40 CFR Part 279.50-59.
  - b. **Re-Refiner**  
You refine used oil. The Federal regulations for re-refiners of used oil are found in 40 CFR Part 279.50-59.
3. **Off-Specification Used Oil Burner (at your site):** You burn off-specification used oil fuel, mark “Yes” to indicate this used oil management activity.
4. **Used Oil Fuel Marketer (at your site):** If “Yes”, place an “X” in all that apply.
  - a. **Marketer Who Directs Shipment of Off-Specification Used Oil to Off-Specification Used Oil Burners**  
You are a marketer who directs shipment of off-specification used oil to off-specification used oil burners. The Federal regulations for off-specification used oil are found in 40 CFR Part 279.70-75.
  - b. **Marketer Who First Claims the Used Oil Meets the Specification**  
You are the first to claim that used oil meets the used oil specification established in 40 CFR 279.11.

<b>NOTE</b>	<p>If either of these boxes is marked, you must also notify (or have previously notified) as a used oil transporter (10.C.1), used oil processor/re-refiner (10.C.2.), or off-specification used oil fuel burner (10.C.3), unless you are a used oil generator. (Used oil generators are not required to notify.)</p>
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- D. Eligible Academic Entities with Laboratories – Notification for opting into or withdrawing from managing laboratory hazardous wastes pursuant to 40 CFR Part 262 Subpart K:** Note: Fill out Box D ONLY if you are at least one of the following: a college or university; a teaching hospital that is owned by or has a formal written affiliation agreement with a college or university; or a non-profit research institute that is owned by or has a formal written affiliation agreement with a college or university; AND you have checked with your State to determine if 40 CFR Part 262 Subpart K is effective in your state and for any state-specific requirements. (See EPA’s website for more information about these regulations: <http://www.epa.gov/wastes/hazard/generation/labwaste/implementation.htm>.)

Subpart K is an optional alternative set of requirements for eligible academic entities with laboratories. Certain generators (i.e., eligible academic entities defined under (1) below) are eligible to operate under Subpart K for management of their hazardous wastes in laboratories in lieu of 40 CFR 262.34(c) (or 40 CFR 261.5 for CESQGs). Eligible academic entities with laboratories that generate hazardous waste that elect to opt into Subpart K, are currently

operating under Subpart K, or subsequently withdraw from Subpart K must complete this section to meet the notification requirements of this Subpart. Refer to 40 CFR 262.203 and 262.204.

<b>NOTE</b>	Eligible academic entities with laboratories must complete a separate Site ID Form for each site (i.e., EPA ID number) that is managing hazardous waste under Subpart K. All laboratories with the same EPA ID number will be regulated under this Subpart. If eligible academic entities with laboratories withdraw from Subpart K, all laboratories with the same EPA ID number associated with the withdrawal from Subpart K will be regulated under 40 CFR 262.34(c) requirements (or 40 CFR 261.5 for CESQGs).
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1. **Opting Into or Currently Operating Under 40 CFR Part 262 Subpart K for the Management of Hazardous Wastes in Laboratories:** Mark "Yes" for this box if you are an eligible academic entity and you elect to opt into or are currently operating under 40 CFR Part 262 Subpart K for the hazardous wastes generated in your laboratories. If you mark "Yes" for this box, you must place an "X" in at least one of the following to indicate your type of eligible academic entity. Place an "X" in all that apply:
  - a. **College or University.** You are an eligible college or university if you are a private or public, post-secondary, degree-granting, academic institution, that is accredited by an accrediting agency listed annually by the U.S. Department of Education.
  - b. **Teaching Hospital that is owned by or has a formal written affiliation agreement with a college or university:** You are an eligible teaching hospital if you are a hospital that trains students to become physicians, nurses, or other health personnel and is either: (1) owned by a college or university, or (2) has a master affiliation agreement and program letter of agreement, as defined by the Accreditation Council for Graduate Medical Education, with an accredited medical program or medical school.
  - c. **Non-profit Institute that is owned by or has a formal written affiliation agreement with a college or university:** You are an eligible non-profit institute if you are an organization that conducts research as its primary function and files as a non-profit organization under the tax code of 26 U.S.C. 501(c)(3) and is either: (1) owned by a college or university, or (2) has a formal written affiliation agreement with a college or university that establishes a relationship between institutions for the purposes of research and/or education and is signed by authorized representatives from each institution. A relationship on a project-by-project or grant-by-grant basis is not considered a formal written affiliation agreement.
2. **Withdrawing from 40 CFR Part 262 Subpart K for the Management of Hazardous Wastes in Laboratories:** Mark "Yes" for this box if you have previously elected to opt into 40 CFR Part 262 Subpart K and are now withdrawing from participation in this optional set of alternative requirements for hazardous waste generation in laboratories. Withdrawing generators will automatically revert to regulation under 40 CFR 262.34 (c)

requirements (or 40 CFR 261.5 for CESQGs). If marking "Yes" for this box, please include comments in Section 13 that explain your reasons for withdrawing from Subpart K.

### Item 11 – Description of Hazardous Wastes

Complete this item if you marked "Yes" for any activity 1 (a-c), 6, 7, or 8 in Item 10.A. You will need to refer to 40 CFR Part 261 to complete this item. Part 261 identifies those solid wastes which the EPA defines as hazardous and regulates under RCRA. If you need help completing this section, please contact your State Office.

- A. Waste Codes for Federally Regulated Hazardous Wastes:** Please list the waste codes of the Federal hazardous wastes (described in 40 CFR Part 261) handled at your site. List them in the order they are presented in the regulations using the appropriate 4-digit code(s) (e.g., D001, D003, F007, U112).

<b>NOTE</b>	EPA Hazardous Waste Codes. If you handle more hazardous wastes than will fit under Item 11.A, please continue under Item 13 – Comments or on an extra sheet. Remember to include your EPA Identification Number on the top of each page. If you handle a large number of codes, you may copy the list in this booklet and mark the ones that you handle. Attach any additional sheets to the Site ID Form. Remember to include your EPA Identification Number on the top of each page.
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- B. Waste Codes for State-Regulated (i.e., non-Federal) Hazardous Wastes:** If you manage State-regulated hazardous wastes that have a State waste code, enter the appropriate code(s) in the box(es) provided. Please list the waste codes of the State-regulated hazardous wastes handled at your site in the order they are presented in the regulations.

<b>NOTE</b>	State Hazardous Waste Code. If you handle more hazardous wastes than will fit under Item 11.b, please continue under Item 13 – Comments or on an extra sheet. Remember to include your EPA Identification Number on the top of each page.
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### Item 12 – Notification of Hazardous Secondary Material (HSM) Activity

Mark "Yes" if you are notifying under 40 CFR 260.42 that you will begin managing, are still managing, or will stop managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25). Mark "No" if you are not notifying under 40 CFR 260.42. Note: You must check with your State to determine if you are eligible to manage hazardous secondary material under these regulations.

<b>NOTE</b>	If you mark "Yes", you <u>must</u> fill out the Addendum to the Site ID Form: Notification of Hazardous Secondary Material Activity. See instructions for this Addendum after Item 14.
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**Item 13 – Comments**

Use this section as needed to provide additional information for Items 1 through 12. Include the item number and box letter (if any) for each comment you make. You may attach additional sheets if needed. Remember to include your EPA Identification Number on the top of each page.

**Item 14 – Certification**

This certification must be signed and dated by the owner(s), operator(s), responsible official(s), or authorized representative(s) of the site. (See 40 CFR 270.11 for more information on signatories in general. See also 40 CFR 270.10(b) for additional Hazardous Waste Part A Permit Application signatory specifics.) An “authorized representative” is a person responsible for the overall operation of the site (i.e., a plant manager or superintendent, or a person of equal responsibility).

<b>NOTE</b>	All Site ID Form submissions must include this certification to be complete.
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## ADDENDUM TO THE SITE IDENTIFICATION FORM: NOTIFICATION OF HAZARDOUS SECONDARY MATERIAL ACTIVITY

### You Must Fill Out This Section If:

- ❖ You are located in a State that allows you to manage excluded hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 261.4(a)(23), (24), or (25). See <http://www.epa.gov/epawaste/hazard/dsw/statespf.htm> for a list of eligible states; **AND**
- ❖ You will begin managing, are still managing, or will stop managing excluded hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25) and must notify the appropriate State or Regional Office of your activities, pursuant to 40 CFR 260.42. These regulations exclude certain hazardous secondary material being reclaimed from the RCRA Subtitle C definition of solid waste provided certain requirements and conditions are met. See EPA's website for more information about these regulations: <http://www.epa.gov/epawaste/hazard/dsw/rulemaking.htm#2008>.

**Complete all parts 1-3.**

<b>NOTE</b>	<p>You must be managing excluded hazardous secondary material in compliance with 40 CFR 261.2(a)(2)(ii), 261.4(a)(23), (24), and/or (25) (or state equivalent). <u>Do not include any information regarding your hazardous wastes in this section.</u> See 73 FR 64668 or <a href="http://www.epa.gov/epawaste/hazard/dsw/impresource.htm">http://www.epa.gov/epawaste/hazard/dsw/impresource.htm</a> for more information on these exclusions.</p> <p>You must submit a completed Site ID Form, including this Addendum, prior to operating under the exclusion(s) and by March 1 of each even-numbered year thereafter to your regulatory authority using the Site ID Form as pursuant to 40 CFR 260.42. Persons who must satisfy this notification requirement can submit this information at the same time as their Biennial Report (which is also due by March 1 of each even-numbered year).</p> <p>If you stop managing hazardous secondary material in accordance with the exclusion(s) and do not expect to manage any amount of hazardous secondary material under the exclusion(s) for at least one year, you must also submit a completed Site ID Form, including this Addendum, within thirty (30) days pursuant to 40 CFR 260.42.</p> <p>Remember to include your EPA Identification Number on the top of each page.</p>
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### Item 1 – Indicate Reason for Notification (include dates where requested):

Place an "X" in the box for the reason that applies to you:

- **Facility will begin managing** excluded hazardous secondary material as of (mm/dd/yyyy): Place an "X" in this box if you are notifying that you will begin managing hazardous secondary material under the exclusion(s).
  - Facilities must notify prior to operating under the exclusion(s).

- If placing an “X” in this box, list the date (mm/dd/yyyy) when you will begin managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25). Note: If the facility had previously notified that it will stop managing hazardous secondary material in the past but will now begin anew, list the next planned start date.
  
- **Facility is still managing excluded hazardous secondary material/re-notifying as required by March 1 of each even-numbered year:** Place an “X” in this box if you are re-notifying that you are still managing hazardous secondary material under the exclusion(s). Note: you must have previously notified that you began managing hazardous secondary materials in order to check this box.
  - Facilities must notify by March 1<sup>st</sup> of each even-numbered year.
  - If placing an “X” in this box, you do not have to list a date.
  
- **Facility has stopped managing excluded hazardous secondary material as of (mm/dd/yyyy) and is notifying as required:** Place an “X” in this box if you are notifying that you have stopped managing hazardous secondary material under the exclusion(s) and do not expect to manage any amount of hazardous secondary material for at least one year (pursuant to 40 CFR 260.42(b)). List the date when you stopped managing hazardous secondary material. Enter the date in “mm/dd/yyyy” format.
  - Facilities must notify within 30 days of when they stopped managing hazardous secondary material. You are considered to have stopped managing hazardous secondary material if: 1) you stop managing hazardous secondary material completely (e.g., you cease operations); 2) you choose to manage the hazardous secondary material as hazardous waste; 3) you undergo closure and request release from financial assurance per 40 CFR 261.143(h); or 4) you temporarily suspend management of hazardous secondary material for at least one year.
  - Only place an “X” in this box if you have stopped managing all hazardous secondary material under the exclusion(s). For example, if your facility only stopped managing one hazardous secondary material, but continued to manage another hazardous secondary material, you would leave this box blank since your facility continues to manage some amount of hazardous secondary material.
  - If you submit a notification that you have stopped managing hazardous secondary material, you do not need to renotify (unless you choose to manage hazardous secondary material again, in which case you would have to submit a notification prior to managing). After submitting a stop notification, you can leave the Addendum blank for subsequent submissions, including any subsequent biennial report submissions.

## **Item 2 – Description of Excluded Hazardous Secondary Material (HSM) Activity**

In the table provided on the Addendum to the Site ID Form, list your appropriate facility code, each waste code for the hazardous secondary material you manage, the estimated and actual quantities in short tons for each hazardous secondary material, and the appropriate land-based unit code for how you manage the hazardous secondary material. Do not include any information regarding your hazardous wastes in this section. See examples below on how to answer this question.

- a. **Facility Code:** Using the facility codes, found in the Code List section of these instructions, enter the appropriate 2-digit code(s) that correctly describes your facility. If more than one code applies to your facility, enter each 2-digit code on a separate row. Each hazardous secondary material should be reported by facility code.
- b. **Waste Codes(s) for HSM:** Use the box provided to enter the appropriate 4-digit hazardous waste code(s) that would apply to your hazardous secondary material if you managed it as hazardous waste (i.e., the waste code(s) that would apply if you did not manage your material in accordance with 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23),(24), or (25)).

<b>NOTE</b>	If you list more codes or manage more hazardous secondary material than will fit in the table under Item 2, please continue under Item 13 – Comments, or on an extra sheet. Remember to include your EPA ID number on the top of each page.
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- c. **Estimated Short Tons of Excluded HSM to be Managed Annually:** In the box provided, enter your estimated tonnage (using short tons) of hazardous secondary material you expect to manage annually. Convert all physical quantities (e.g., gallons, cubic yards, kilograms, metric tons, etc.) to short tons (1 short ton = 2,000 pounds) and round to the nearest ton (no decimals). Note: Your estimated tonnage should be for the entire amount of hazardous secondary material to be reclaimed (NOT just the quantity of constituent or product reclaimed).
- d. **Actual Short Tons of Excluded HSM Managed During the Most Recent Odd-Numbered Year:** Report the tonnage (using short tons) of each hazardous secondary material you actually managed during the most recent odd-numbered year. For example, if you are submitting this notification on February 20, 2012, enter the amount you actually managed during 2011 (i.e., the tonnage you managed from January 1, 2011 to December 31, 2011). Convert all physical quantities (e.g., gallons, cubic yards, kilograms, metric tons, etc.) to short tons (1 short ton = 2,000 pounds) and round to the nearest ton (no decimals). Note: Your actual tonnage should be for the entire amount of hazardous secondary material that was sent for reclamation (NOT just the quantity of constituent or product reclaimed). If this is your initial notification, enter “0”.
- e. **Land-Based Unit Code:** Using the land-based unit codes, found in the Code List section of these instructions, enter in the 2-digit code that best describes the land-based unit you use or will use to manage the hazardous secondary material. If you do not use any land-based units, enter “NA”. If you use the code “OT” (Other), please describe your land-based unit in Item 13 – Comments. If more than one land-based unit code applies to a hazardous secondary material, list it separately using another row.

**Examples for Reporting Hazardous Secondary Material Activity:**

**EXAMPLE 1:** A pharmaceutical manufacturer generates spent solvents that are characteristic for ignitability (D001). The manufacturer plans to manage spent solvents under 40 CFR 261.2(a)(2)(ii) and 261.4(a)(24) by sending some amount to a reclaimer within its own company and the rest off-site to a reclamation facility within the United States. The manufacturer will not manage any spent solvents in a land-based unit. Following the regulations, the manufacturer submits an initial notification prior to managing its spent solvents under the exclusions. The facility would report its hazardous secondary material activity as follows:

a. Facility code (answer using codes listed in the Code List section of the instructions)	b. Waste Code(s) for hazardous secondary material (HSM)	c. Estimated short tons of HSM to be managed annually	d. Actual short tons of HSM that was managed during the most recent odd-numbered year	e. Land-based unit code (answer using codes listed in the Code List section of the instructions)
02	D001	15	0	NA
06	D001	40	0	NA

**EXAMPLE 2:** A steel manufacturer generates electric arc furnace dust and spent pickle liquor from one of its steel operations. The manufacturer sends electric arc furnace dust (K061) off-site to a reclamation facility within the U.S. and reclaims spent pickle liquor (K062) on-site. Neither hazardous secondary material is managed in a land-based unit. The steel manufacturer has managed both hazardous secondary material under 40 CFR 261.2(a)(2)(ii) and 261.4(a)(24) for a number of years and it is now time to re-notify. The facility would report its hazardous secondary material activity as follows:

a. Facility code (answer using codes listed in the Code List section of the instructions)	b. Waste Code(s) for hazardous secondary material (HSM)	c. Estimated short tons of HSM to be managed annually	d. Actual short tons of HSM that was managed during the most recent odd-numbered year	e. Land-based unit code (answer using codes listed in the Code List section of the instructions)
01	K062	60	52	NA
06	K061	20,000	22,468	NA

**EXAMPLE 3:** A reclamation facility has been receiving and reclaiming spent solvents under 40 CFR 261.2(a)(2)(ii) and 261.4(a)(24) for a number of years. The facility receives and reclaims spent solvents from multiple hazardous secondary material generators, some of which are within the same company. No spent solvents are managed in a land-based unit. It is now time to re-notify. The facility would report its hazardous secondary material activity as follows:

a. Facility code (answer using codes listed in the Code List section of the instructions)	b. Waste Code(s) for hazardous secondary material (HSM)	c. Estimated short tons of HSM to be managed annually	d. Actual short tons of HSM that was managed during the most recent odd-numbered year	e. Land-based unit code (answer using codes listed in the Code List section of the instructions)
03	D001;F002;F003;F005	6,000	7,533	NA
03	D001;D038;F002;F003	1,500	918	NA
07	D001;F002;F003;F005	3,000	3,509	NA
07	D001;D038;F002;F003	1,000	523	NA

## Addendum to the Site ID Form

**EXAMPLE 4:** A smelting operation generates furnace bricks that are characteristic for chromium (D007) and sends them off-site for reclamation. Before shipping the bricks off-site, the facility manages some of the bricks in a containment building and the rest in a pile on the land. The facility has been managing the bricks under 40 CFR 261.4(a)(24) for a number of years and must now re-notify. The facility would report its activity as follows:

a. Facility code (answer using codes listed in the Code List section of the instructions)	b. Waste Code(s) for hazardous secondary material (HSM)	c. Estimated short tons of HSM to be managed annually	d. Actual short tons of HSM that was managed during the most recent odd-numbered year	e. Land-based unit code (answer using codes listed in the Code List section of the instructions)
06	D007	200	235	NA
06	D007	115	126	PL

**EXAMPLE 5:** An intermediate facility has been managing wastewater treatment sludges from electroplating operations (F006) for the past seven years but, due to company consolidation, it will soon shut down. In accordance with 40 CFR 260.42, the facility notifies that it will stop managing hazardous secondary material. The facility would report its activity as follows:

a. Facility code (answer using codes listed in the Code List section of the instructions)	b. Waste Code(s) for hazardous secondary material (HSM)	c. Estimated short tons of HSM to be managed annually	d. Actual short tons of HSM that was managed during the most recent odd-numbered year	e. Land-based unit code (answer using codes listed in the Code List section of the instructions)
08	F006	0	5,034	NA

### Item 3 – Facility has Financial Assurance Pursuant to 40 CFR 261.4(a)(24)(vi)

Financial assurance is required for reclaimers (07, 11) and intermediate (08) facilities managing hazardous secondary material under 40 CFR 261.4(a)(24) and (25). See EPA's website for more information about these regulations: <http://www.epa.gov/epawaste/hazard/dsw/impresource.htm>.

- Mark "Yes", if you have financial assurance pursuant to 40 CFR 261.4(a)(24)(vi) AND you use at least one facility code that is 07, 08, or 11 in Item 2.a above. For example, the facilities in Examples 3 and 5 above are required to have financial assurance because the facility codes are 07 and 08, respectively.
- Mark "No", if you do NOT have financial assurance pursuant to 40 CFR 261.4(a)(24)(vi). Note: Reclaimers (07, 11) and intermediate (08) facilities must have financial assurance in order to manage hazardous secondary material under 40 CFR 261.4(a)(24) and (25). Answering "No" to this question may mean you are in violation of these regulations if you report facility codes 07, 08, or 11. For example, the facilities in Examples 1, 2, and 4 above are not required to have financial assurance because these facilities did not report facility codes of 07, 08, or 11.

## INSTRUCTIONS FOR FILLING OUT THE GM FORM – WASTE GENERATION AND MANAGEMENT

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### Who Must Submit this Form

A site required to file the 2011 Hazardous Waste Report must submit a GM Form if the site generated RCRA hazardous waste that, in 2011, was accumulated on-site; managed on-site in a treatment, storage, or disposal unit; and/or shipped off-site for management, consistent with the criteria below. (See **Wastes to be Reported**, below, for specific instructions on generated RCRA hazardous wastes that should be reported on the GM Form. See **Wastes Not to be Reported**, below, for any exclusions or exemptions from the GM Form reporting requirements under the 2011 Hazardous Waste Report.)

### Purpose of this Form

The GM Form is for reporting on-site hazardous waste generation and management in 2011. The GM Form is divided into three sections that document 1) the source, characteristics, and quantity of hazardous waste generated; 2) the quantity of hazardous waste managed on-site along with the management method used; and 3) the quantity of hazardous waste shipped off-site for treatment, disposal, or recycling along with the off-site management method used.

### How to Fill out this Form

Make and submit a photocopy of the GM Form for **each** generated RCRA hazardous waste that should be reported, consistent with the criteria discussed below. Prior to photocopying, place the pre-printed site identification label in the top left-hand corner of the form or, if you did not receive pre-printed labels, enter the site name and EPA Identification Number in this space.

Use the Comments section at the end of the form to clarify any entry (e.g., “Other” responses) or to continue any entry. When entering information in the Comments section, cross-reference the section number and item letter to which the comment refers.

<b>NOTE</b>	<p>Please review your previous cycle’s GM source, form, and management method codes to see if they are still applicable. If applicable, use those same codes for consistency.</p> <p>Refer to the Special Instructions for reporting lab packs, asbestos, PCBs, waste oils, groundwater contaminated by hazardous waste, RCRA-radioactive mixed wastes, and laboratory clean-out wastes.</p>
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### Wastes to be Reported

In general, **each** generated RCRA hazardous waste that is used to determine the site’s generator status should be reported on the GM Form. (See **Wastes Not to be Reported**, below, for any exclusions or exemptions from the GM Form reporting requirements under the 2011 Hazardous Waste Report. See also *Biennial Reporting: Reportable and Non-Reportable Wastes* at <http://www.epa.gov/epawaste/inforesources/data/biennialreport/index.htm>.)

A GM Form must be submitted for each generated RCRA hazardous waste. Hazardous waste must be reported if it was:

- Generated and accumulated on-site and subsequently managed on-site or shipped off-site in 2011; **or**
- Generated and accumulated on-site in 2011 but not managed on-site or shipped off-site until after 2011; **or**
- Generated and accumulated on-site prior to 2011 but either managed on-site or shipped off-site in 2011; **or**
- Imported from a foreign country in 2011.

Examples of RCRA hazardous wastes to be reported include those that were:

- Generated on-site from a production process, service activity, or routine cleanup.
- Generated from equipment decommissioning, spill cleanup, or remedial cleanup activity.
- Removed from on-site storage.
- Derived from the management of non-hazardous waste.
- Derived from the on-site treatment (including reclamation), disposal, or recycling of previously existing hazardous waste (as a residual).
- Shipped off-site, including hazardous waste that was received from off-site (reported on the Waste Received From Off-site Form [WR Form]) and subsequently shipped off-site without being treated or recycled on-site.
- Radioactive wastes mixed with RCRA hazardous wastes should also be reported; be sure to mark "Yes" on the Site Identification Form in Item 10.A.1.f. See the definitions and the special instructions regarding this waste.
- Hazardous wastes regulated only by your State should be reported if required by your State.

### **Wastes Not to be Reported**

RCRA hazardous wastes exported directly to a foreign country **should not be reported** on the GM Form (unless required by your state). Facilities that export hazardous waste must file a separate Annual Report under 40 CFR 262.56. (This Annual Report will be in addition to the Hazardous Waste Report, if your state requires you to submit a Hazardous Waste Report.)

In addition, materials and wastes identified at 40 CFR 261.2(a)(2)(ii) and 261.4(a) and (b) and 261.5(c) **should not be reported** on the GM Form. Section 261.4(a) and (b) identify materials and solid wastes that do not qualify as solid or hazardous wastes, respectively. Section 261.5(c) identifies hazardous wastes that should not be included in a site's generator status determination, even if these hazardous wastes were generated at the site.

Following are the materials and wastes addressed under 40 CFR 261.4(a) and (b) and 261.5(c), which **should not be reported** on the GM Form:

- Materials which are excluded from being a solid waste, e.g., any mixture of domestic sewage and other wastes that passes through a sewer system to a publicly owned treatment works (unless they are stored or treated in regulated units prior to being discharged). (40 CFR 261.4(a))
- Solid wastes that are excluded from being hazardous waste, e.g., petroleum-contaminated media and debris that fail the test for the toxicity characteristic (waste codes D018 through D043 only) and are subject to the corrective action regulations under 40 CFR Part 280. (40 CFR 261.4(b))
- Waste exempt from regulation because the waste has not exited the raw material storage or production unit yet, as specified in 261.4(c). (40 CFR 261.5(c)(1))
- Hazardous waste that has been collected as a sample(s) for the purpose of determining its characteristic or composition, as specified in 261.4(d). (40 CFR 261.5(c)(1))
- Sample(s) undergoing treatability studies, as specified in 261.4(e). (40 CFR 261.5(c)(1))
- Sample(s) undergoing treatability studies at the laboratory or testing facility, as specified in 261.4(f). (40 CFR 261.5(c)(1))
- Hazardous waste that is a specified recyclable material such as ethyl alcohol or scrap metal, as specified in 261.6(a)(3). (40 CFR 261.5(c)(1))
- A residue of hazardous waste in an empty container or in an inner liner removed from an empty container, as specified in 261.7(a)(1). (40 CFR 261.5(c)(1))
- PCB wastes regulated under the Toxic Substance Control Act, as specified in 261.8, unless mixed with a hazardous waste. (40 CFR 261.5(c)(1))
- Wastes managed immediately upon generation only in on-site elementary neutralization units, wastewater treatment units, or totally enclosed treatment facilities as defined in 40 CFR 260.10. (40 CFR 261.5(c)(2)) **Any hazardous waste residues generated from these units, however, must be reported on the GM Form.** (For additional information, see the guidance document *“Biennial Report: Reportable and Non-Reportable Wastes”* at <http://www.epa.gov/epawaste/inforesources/data/biennialreport/index.htm>.)
- Wastes recycled, without prior storage, only in an on-site process subject to regulation under 40 CFR 261.6(c)(2). (40 CFR 261.5(c)(3)) **Any hazardous waste residues generated from these units, however, must be reported on the GM Form.**
- Used oil that is recycled and is also a hazardous waste solely because it exhibits a hazardous waste characteristic and is managed under 40 CFR Part 279. (40 CFR 261.5(c)(4))
- Spent lead-acid batteries managed under the requirements of 40 CFR Part 266, Subpart G, which includes persons who reclaim spent lead-acid batteries that are recyclable materials; persons who generate, transport, or collect spent batteries; persons who regenerate spent batteries; or persons who store them (other than spent batteries that are to be regenerated). (40 CFR 261.5(c)(5)) **Any hazardous wastes generated during battery reclamation, however, must be reported on the GM Form.**



- Universal wastes managed under 40 CFR 261.9 and 40 CFR Part 273. (40 CFR 261.5(c)(6)) **Any hazardous waste residues generated from these units, however, must be reported on the GM Form.**
- **Unless required by your state,** hazardous wastes that were, during 2011, **all** exported directly out of the United States to a foreign country. An Annual Report must be filed in this case as required under 40 CFR 262.56. (This Annual Report will be in addition to the Hazardous Waste Report, if your state requires you to submit a Hazardous Waste Report.)

### **How to Report Similar Wastes on the GM Form**

Generally, a GM Form should be completed for **each** generated RCRA hazardous waste. Contact your State about combining and reporting similar hazardous wastes on the GM Form.

## Item-By-Item Instructions

### Section 1 – Waste Characteristics

Section 1 requests information on each RCRA hazardous waste that, in 2011, was generated and accumulated on-site; managed on-site; and/or shipped off-site.

**All items in this section are mandatory. Note: Either Item B and/or Item C must be provided for each waste stream.**

### Item A – Waste Description

Provide a short narrative description of the waste, such as:

- General type;
- Source;
- Type of hazard; and
- Generic chemical name or primary hazardous constituents.

Example: “Ignitable spent solvent from degreasing operation in tool production; mixture of mineral spirits and kerosene.”

In the example, note that the general type (spent solvent), source (degreasing operation in tool production), type of hazard (ignitability), and generic chemical names (mineral spirits and kerosene) have all been cited.

### Item B – EPA Hazardous Waste Code(s)

Enter the four-character EPA hazardous waste code(s) that applies to the waste reported in Section 1, Item A. EPA hazardous waste codes are provided in the “**Other Reference Information and Code Lists**” section of this booklet. If you need room for additional codes, list the codes in the Comments section and cross-reference Section 1, Item B. If fewer than six EPA hazardous waste codes are applicable, leave the remaining spaces blank. If the waste is regulated only by your State, leave Item B blank and report the State hazardous waste codes in Item C.

<b>LIST</b>	For a list of EPA Hazardous Waste Codes, see the “ <b><u>Other Reference Information and Code Lists</u></b> ” section of this booklet.
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### Item C – State Hazardous Waste Code(s)

Enter the State hazardous waste code(s) that applies to the waste reported in Section 1, Item A, if:

- Your State regulates hazardous wastes not regulated as RCRA hazardous waste and requires these wastes to be reported in the 2011 Hazardous Waste Report; or
- Your State uses a hazardous waste code system **other** than the EPA hazardous waste codes that applies to the waste described in Section 1, Item A.

Otherwise, leave Section 1, Item C blank. If you need space for additional State hazardous waste codes, list the codes in the Comments section and cross-reference Section 1, Item C.

### Item D – Source Code and Management Method Code for Source Code G25

Enter the Source Code that best describes how the hazardous waste reported in Section 1, Item A originated. If the hazardous waste was mixed with other non-hazardous materials, report the Source Code for only the hazardous waste portion.

If your site is a U.S. Importer, provide the appropriate Source Code for hazardous waste imported from a foreign country. Also, mark “Yes” on the Site ID Form, Item 10.A.3 – United States Importer of Hazardous Waste. Review the Special Instructions for **wastes received from foreign countries**.

LIST	For a list of Source and Management Method Codes, see the “ <b><u>Other Reference Information and Code Lists</u></b> ” section of this booklet.
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NOTE	<ul style="list-style-type: none"> <li>• If reporting <b>Source Code G25</b> (Hazardous Waste Management), you also need to provide the Management Method Code. Source Code G25 indicates that this waste was generated from a hazardous waste management system described on a separate GM Form or WR Form. Enter the same Management Method Code that is listed on the matching GM Form – Section 2, or on the matching WR Form – Item H, linking this waste with the on-site process that created it. <b><u>Do not report H141 in this Section 1- Item D.</u></b></li> <li>• If reporting <b>Source Code G61</b> (Hazardous waste received from off-site for storage/bulking and transfer off-site for treatment or disposal), <b>the generation amount must be zero (0) in Section 1, Item F.</b></li> <li>• <b>Source Code G17</b> (Subpart K laboratory waste clean-out) is for facilities that have opted into the Subpart K Academic Laboratory Waste Rule to report the amount of laboratory waste shipped or managed during clean-out. <b>The generation amount must be zero (0) in Section 1, Item F for this source code.</b> See the Special Instructions in the “<b><u>Other Reference Information and Code Lists</u></b>” for additional information.</li> </ul>
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### Item E – Form Code

Review the Form Codes and enter the code that best corresponds to the physical form or chemical composition of the hazardous waste reported in Section 1, Item A.

LIST	For a list of Form Codes, see the “ <b><u>Other Reference Information and Code Lists</u></b> ” section of this booklet.
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**Item F – Quantity Generated in 2011 / UOM and Density**

Enter the total quantity of the hazardous waste described in Section 1, Item A that was generated during 2011. Right justify the quantity entry.

Enter the Unit of Measure (UOM) code for the quantity you reported in Section 1, Item F. Report the quantity in one of the units of measure listed below. *If you select a volumetric measure (gallons, liters, or cubic yards), you must also report the density of the waste.*

<u>Code</u>	<u>Unit of Measure</u>
1	Pounds
2	Short tons (2,000 pounds)
3	Kilograms
4	Metric tons (1,000 kilograms)
5	Gallons
6	Liters
7	Cubic yards

**Weight and Volume Conversions**

1 kilogram (kg)= 2.2046 pounds (lb)  
 1 short ton= 2,000 lb  
 1 metric ton= 1,000 kg  
 1 metric ton= 1.1023 short tons  
  
 1 cubic meter (m)= 1.3079 cubic yards  
 1 cubic yard (yd) = 27 cubic feet (ft)  
 1 liter (l)= 0.2642 gallons (gal)



**Skip to Section 1, Item G** if you selected code 1, 2, 3, or 4.  
**Continue to Density** if you selected code 5, 6, or 7.

Report the density only if you entered code 5, 6, or 7 for the unit of measure. Provide the density in either pounds per gal (lbs/gal) or specific gravity (sg) and place an “X” in the appropriate box to indicate which measure was used.

**Item G – Waste Minimization Code**

40 CFR 262.41(a)(6), 264.75(h), and 265.75(h) requires that data be collected for waste minimization activities. Enter the code that best corresponds to waste minimization, recycling, or pollution prevention efforts implemented to reduce the volume and toxicity of the hazardous waste reported in Section 1, Item A. This waste minimization activity must have occurred during this reporting cycle. If minimization was not attempted (to the point of implementing a change) for this waste, you must enter an “X” (*no waste minimization efforts were implemented for this waste*) for this item.

**LIST**

For a list of Waste Minimization Codes and definition of waste minimization see the **“Other Reference Information and Code Lists”** section of this booklet.

**Section 2 – On-site Generation and Management of Hazardous Waste During 2011**

Answering “Yes” or “No” to this question is **mandatory**. If you answer “Yes”, for each on-site RCRA-regulated management system, you **must** report the management method and quantity treated, disposed, or recycled on-site during 2011.

**Was any of this waste that was generated at this facility treated, disposed, and/or recycled on-site?**

Mark “Yes” or “No” to this question to indicate if the site did any of the following to the waste reported in Section 1, Item A: treat on-site; dispose on-site; recycle on-site. If you marked “Yes,” complete the blocks for On-site Process Systems below. If you marked “No,” skip to Section 3.

Example: Facility A generates spent solvents that it recycles on-site in a distillation column. This facility would mark "Yes" in Section 2 and would fill out the on-site process system box accordingly.

Example: Facility B receives spent solvents from off-site and blends the solvents into fuel. The facility then sends the fuels off-site to be burned for energy recovery. Facility B would report on its GM form the new waste generated in Section 1, Item D as Source Code G25 ("Hazardous waste management") with the management method code of H061 ("Fuel blending"). Facility B would mark "No" in Section 2 because it did not manage any of the newly generated fuels on-site. This facility would report the off-site shipment in Section 3 and would report the Management Method Code H050 ("Energy recovery").

### On-Site Management Method Code

Classify the process system (see definition) with a Management Method Code that best identifies the last substantive purpose/operation performed at your site. Space is provided to report up to two different (non-sequential) Management Methods. If you did not use a second on-site process system to manage the waste, leave the Management Method Code under On-site Process System 2 blank. **Do not report H141 in this Section 2.**

<b>LIST</b>	For a list of Management Method Codes, see the " <b><u>Other Reference Information and Code Lists</u></b> " section of this booklet.
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The space provided for the second on-site process system should be used **only in the special case** of management of the same waste on-site by more than one process system during 2011. Use the second on-site process system only when:

- A waste is managed in one process system for a part of a year and in another process system for the rest of the year; or
- A waste is managed by two different process systems at the same time (i.e., management of the waste is split between parallel process systems).

#### Example of Non-Sequential (Parallel) Processes:

A firm generated 100 tons of F002 solvent waste in 2011. Eighty (80) tons were recycled for reuse in a batch distillation process system, generating 5 tons of still bottoms. The remaining 20 tons were burned in an industrial boiler. Under On-site Process System 1, the site enters the Management Method Code for distillation (H020) and a quantity of 80 tons. Under On-site Process System 2, the site enters the Management Method Code for energy recovery of liquids (H050) and a quantity of 20 tons. The 5 tons of still bottoms should be reported on a separate GM Form.

If more than two on-site process systems meet one of the above conditions, you need not complete the entire form again. Simply attach a second copy of the GM Form with the EPA ID number and Site Name. Leave all the other fields blank except Section 2 for on-site process systems. Note in the Comments section of each page: "Section 2, On-site Process System Type continued on supplemental page." (Refer to instructions on page numbering of supplemental pages.)

The space provided for the second on-site process system should not be used to report the following:

- The on-site management of the treatment residual generated from management of the waste by the first management method (on-site management of treatment residuals should be reported on a separate GM Form); or
- To report treatment in a series of process units (see definition in the “**Other Reference Information and Code Lists**” section). Report only process systems, not process units.

Example of Sequential Processes:

A firm generated 100 tons of D002 and D007 plating waste in 2011. 100 tons were neutralized, stored on-site, and then chemically batch-treated to remove the D007 Chromium. Ninety (90) tons of wastewater and 10 tons of D007 and F006 sludge were shipped off-site for eventual disposal. Under On-site Process System 1, the site enters the last substantive on-site Management Method Code for Chemical Treatment (H070) and a quantity treated of 100 tons. The site reports the residual 10 tons of sludge on a separate GM Form with Section 1 Item D Management Method Code of H070. (If there was no storage and the wastewater had been allowed to go into the POTW or NPDES, this page would not be reported, only the D007 and F006 sludge - with a source code of G23.)

**Quantity Treated, Disposed, or Recycled On-site in 2011**

Enter the quantity of hazardous waste described in Section 1 that was treated, disposed, or recycled by the reported on-site process management method during 2011. *Enter the quantity in the same unit of measure reported in Section 1, Item F (Quantity generated in 2011).*


**Section 3 – Off-site Shipment of Hazardous Waste**

This section requests information on the off-site shipment of hazardous waste. Answering “Yes” or “No” to this question is **mandatory**. If you answer “Yes”, all items in this section are **mandatory**. **Do** report shipments of previously generated hazardous wastes stored until 2011. **Do** report waste shipped via transfer facility. **Do not** report shipments of de-characterized wastes.

Space is provided to report shipments of the waste to three different off-site facilities. If the waste you reported in Section 1 was shipped to more than three off-site facilities during 2011, you need not complete the entire form again. Simply attach a second copy of the GM Form, leaving blank all entries except Section 3, Items B, C, and D. Note in the Comments section of each page: “Section 3, Item B continued on supplemental page.” (Refer to instructions on page numbering of supplemental pages.)

**Item A – Was any of this Waste Shipped Off-site in 2011 for Treatment, Disposal, or Recycling?**

Mark “Yes” or “No” to indicate if any of the waste described in Section 1 was shipped off-site for treatment, disposal, or recycling during 2011.

	<p><b>This GM Form is complete</b> if you marked “No” in Item A. <b>Continue to Section 3, Item B</b> if you marked “Yes” in Item A.</p>
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**Item B – EPA ID Number of Facility to which Waste was Shipped**

Enter the 12-digit EPA Identification Number of the facility to which the waste was shipped. **Do not** create a GM Form for hazardous waste shipped directly to a foreign country from this site (unless

required by your state). You must complete an Annual Report as required under 40 CFR 262.56, no later than March 1 of each year.

**Item C – Off-site Management Method Code Shipped To**

Review the Management Method Codes in the “**Other Reference Information and Code Lists**” section of this booklet. Enter the Management Method Code that best describes the way in which the waste was managed at the initial receiving facility reported in Section 3, Item B.

<b>LIST</b>	For a list of Management Method Codes, see the “ <b><u>Other Reference Information and Code Lists</u></b> ” section of this booklet.
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**Item D – Total Quantity Shipped in 2011**

Enter the total quantity of the waste shipped to the off-site facility during 2011. *Report the quantity in the same unit of measure entered in Section 1, Item F.* Shipment quantities should equal the total quantity recorded on Uniform Hazardous Waste Manifests for this site during 2011, unless there were rejections or other complications. The quantity shipped may not necessarily equal the quantity generated (e.g., because some waste is still on-site at the end of the year or waste was removed from storage from a previous year’s generation).

**Comments**

Use this section as needed to explain anything contained in the form including any waste minimization efforts. The comments may help make determinations of data validity if questions arise during the review of the report. If there are special circumstances surrounding the waste described on the form, please note this here, especially if you are filing the report due to a one-time event.

## **INSTRUCTIONS FOR FILLING OUT THE WR FORM – WASTE RECEIVED FROM OFF-SITE**

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### **Who Must Submit this Form**

A site required to file the 2011 Hazardous Waste Report must submit this form if, during 2011, it received RCRA hazardous waste from off-site.

### **Purpose of this Form**

The WR Form identifies hazardous wastes that were received from other hazardous waste sites and the method(s) used to manage them. The WR Form is divided into three identical parts (i.e., waste blocks), labeled Waste 1, Waste 2, and Waste 3, that collect information on the quantities and characteristics of each hazardous waste received from an off-site source during 2011 and managed on-site.

### **How to Fill out this Form**

You may report waste received from more than one off-site handler on the same page of the form. A separate waste block must be filled out for each hazardous waste received from each off-site handler. Hazardous waste from the same off-site handler may be aggregated as long as a single form code describes the physical form or chemical composition, and all of the waste is managed in a single process system (i.e., same management method code).

If your site received more than three RCRA hazardous wastes from off-site handlers during 2011, photocopy and fill out additional copies of this form. Prior to photocopying, place the pre-printed site identification label in the top left-hand corner of the form or, if you did not receive pre-printed labels, enter the site name and EPA Identification Number in the space provided.

Use the Comments section at the end of the form to clarify any entry (e.g., “Other” responses) or to continue any entry. When entering information in the Comments section, cross-reference the waste block and item letter to which the comment refers.



## Item-By-Item Instructions

All items in this section are mandatory for each waste reported. Note: Either Item B and/or Item C must be provided for each reported waste.

### Item A – Waste Description

Provide a short narrative description of the waste, such as:

- General type;
- Source;
- Type of hazard; and
- Generic chemical name or primary hazardous constituents.

Example: “Ignitable spent solvent from degreasing operation in tool production; mixture of mineral spirits and kerosene.”

In the example, note that the general type (spent solvent), source (degreasing operation in tool production), type of hazard (ignitability), and generic chemical names (mineral spirits and kerosene) have all been cited.

### Item B – EPA Hazardous Waste Code(s)

Enter the four-character EPA hazardous waste code(s) that applies to the waste reported in Item A. EPA hazardous waste codes are provided in the “**Other Reference Information and Code Lists**” section of this booklet. If you need room for additional codes, list the codes in the Comments section and cross-reference the applicable waste block number (e.g., Waste 1) and Item B. If fewer than four EPA hazardous waste codes are applicable, leave the remaining spaces blank. If the waste is regulated only by your State, leave Item B blank and report the State hazardous waste codes in Item C.

LIST	For a list of EPA Hazardous Waste Codes, see the “ <b><u>Other Reference Information and Code Lists</u></b> ” section of this booklet.
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### Item C – State Hazardous Waste Code(s)

Enter the State hazardous waste code(s) that applies to the waste reported in Item A, if:

- Your State regulates hazardous wastes not regulated as RCRA hazardous waste and requires these wastes to be reported in the 2011 Hazardous Waste Report; or
- Your State uses a hazardous waste code system **other** than the EPA hazardous waste codes that applies to the waste described in Item A.

Otherwise, leave Item C blank. If you need space for additional State hazardous waste codes, list the codes in the Comments section and cross-reference the applicable waste block number (e.g., Waste 1) and Item C.